

REQUEST FOR RECORDS DISPOSITION AUTHORITY			JOB NUMBER <i>NI-060-09-17</i>		
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001			Date received <i>6/1/09</i>		
1 FROM (Agency or establishment) Department of Justice			NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10		
2 MAJOR SUBDIVISION Criminal Division					
3 MINOR SUBDIVISION Office of the Assistant Attorney General					
4 NAME OF PERSON WITH WHOM TO CONFER James S Russell <i>JRS</i>		5 TELEPHONE NUMBER 202-616-0759	DATE <i>5/14/09</i>	ARCHIVIST OF THE UNITED STATES WITHDRAWN	
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested					
DATE <i>5/22/2009</i>		SIGNATURE OF AGENCY REPRESENTATIVE <i>Janet [Signature]</i>		TITLE <i>Director, OPM</i>	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION		10 ACTION TAKEN (NARA USE ONLY)	
	<p align="center">FRONT OFFICE TRACKING SYSTEM (FOTS)</p> <p>FOTS is designed to track documents which originate from within the Criminal Division and must be reviewed and approved by personnel in the Office of the Assistant Attorney General (AAG) of the Criminal Division, known as the 'Front Office' It provides the following major features tracks documents sent to the Front Office, automates manual processes, generates pending and overdue reports, generates workload statistics, and stores records in a central searchable repository</p> <p align="center">SEE ATTACHED</p>			<p align="right">WITHDRAWN</p>	

Department of Justice Criminal Division Front Office Tracking System (FOTS)

1 Inputs

Information pertaining to correspondence, including the scanned image of the correspondence, is entered by personnel of the Criminal Division

a Paper records

Disposition for this item covered under job number N1-060-88-007

WITHDRAWN

b Electronic records

Disposition TEMPORARY, destroy/delete upon verification of scanned image or image capture captured in item 2 GRS 20

2 Master File

The database contains data related to tracking correspondence to the Assistant Attorney General (AAG), including the scanned image of the correspondence with accompanying cover sheet
Data fields include

Item ID	Deciding Official
Submitted by (name)	Assigned to (name)
Date Submitted	Status
Document Type	Action Resolution Date
Subject/Reference Name	Priority
Due Date	Last Comment Date
Days Overdue	

*NOTE Prior to applying the disposition, DOJ will remove administrative correspondence that is authorized for disposition under the General Records Schedules These may include documents such as travel, training forms, time and attendance, performance reviews and plans, budget proposals, and award/promotion materials

Disposition PERMANENT, cut off at the end of the AAG's tenure Transfer to National Archives with corresponding paper records in accordance with 36 CFR 1228 270

3 Outputs

Ad-hoc and static reports which provide comprehensive content of records contained in the system

Disposition TEMPORARY, delete when no longer needed for administrative, legal, audit, or other operational purposes (GRS 20, item 5)

WITHDRAWN

4 System Documentation

Disposition PERMANENT, transfer to the National Archives with the initial transfer of item 2, and then subsequently with every change made to the documentation GRS 20